

FISCAL YEAR 2009
FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS
NUTRITION EDUCATION GRANT

REQUEST FOR APPLICATION

Applications must be Received by October 31, 2008

Submit Applications to:

Akua White, MS, RD
Nutritionist
USDA, Food and Nutrition Service
Food Distribution Division
3101 Park Center Drive, Room 508
Alexandria, VA 22302

**FISCAL YEAR 2009
FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS
NUTRITION EDUCATION GRANT**

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GENERAL APPLICATION TIPS

Before you begin, please read this application package carefully and make sure you follow all of the instructions.

- Limit your application to the number of pages that follow:
 - ✓ The table of contents: one page
 - ✓ The organizational overview: one page
 - ✓ The proposal summary: one page
 - ✓ The project staff: one page
 - ✓ The detailed proposal: up to 20 pages
 - ✓ The evaluation: one page
 - ✓ The budget narrative and budget attachments: up to 6 pages; and
 - ✓ The appendices and attachments: up to 15 pages.

TIP: A sample template that you may use to prepare and submit your application is available. It is a Microsoft Word document that you may cut and paste your application information onto. Using the template is not mandatory but it may help to ensure that all sections required are included in your application. The template and instructions for using it may be obtained via e-mail by contacting Akua White by telephone or e-mail at 703-305-2705 or Akua.White@fns.usda.gov, or Sheldon Gordon at 703-305-1126, Sheldon.Gordon@fns.usda.gov.

- Start small. Think realistically about what you can accomplish with the amount of time you have, the resources that will be available to you, and with the other agencies that are members of the partnership. Resources (e.g., appropriate staff, volunteers, space, and equipment) may be limited so we recommend that your proposal contain one to two goals that have one to two objectives per goal.
- Provide enough detail in your budget narrative about planned expenditures so reviewers can easily determine how the funds will be spent.
- **Address all areas covered by the selection criteria and requested for the Application Content.**
- Link your planned expenditures to the goals and objectives of your project, and make sure you demonstrate that proposed expenditures are necessary to carry out your project and activities. Do not request funds for miscellaneous purposes.
- Include all required forms and make sure they are signed by an authorized representative of your organization.
- Use the Application Checklist in Attachment E to help prepare your application.
- Go online to <http://www.fns.usda.gov/fdd/programs/fdpiir/default.htm> and click on FDPIR Nutrition Education Grant and Award Information for fillable copies of all required forms.

Note: Final approval of applications is subject to the receipt of appropriated funds; therefore, FNS cannot provide assurances as to when approvals will be made and funds will be available. Keep this in mind when planning the timeline for your activities to begin.

**FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS
FY 2009 NUTRITION EDUCATION GRANTS**

REQUEST FOR APPLICATION (RFA)

INTRODUCTION

The USDA Food and Nutrition Service (FNS) expects to award additional administrative funding totaling approximately \$1 million in fiscal year (FY) 2009 for the provision of nutrition education to participants in the Food Distribution Program on Indian Reservations (FDPIR). Only Indian Tribal Organizations (ITOs) and State agencies (SAs) that currently administer FDPIR are eligible to receive these funds.

The goal of the Food Distribution Program on Indian Reservations Nutrition Education (FDPNE) program is to enhance the nutrition knowledge of FDPIR participants and to foster positive lifestyle changes for eligible household members, through intensive integrated nutrition education interventions. FNS is seeking proposals to provide nutrition education services to FDPIR participants and eligibles that are underserved by Food Stamp Nutrition Education (FSNE).

GENERAL INFORMATION

Who May Apply. ITOs and SAs that administer FDPIR may apply individually or as a consortium of ITOs and/or SAs (e.g., as a region or a regional nutrition advisory council). If one or more ITOs wish to apply as a consortium, one ITO must be designated as the lead agency and apply on behalf of the other ITOs in the consortium.

The application must be submitted by a current FDPIR allowance holder (i.e., an entity that has a direct agreement with FNS to administer FDPIR). This means that applications that include the participation of ITOs that are under the administration of a State agency (i.e., certain programs in Montana, Nevada, North Carolina, North Dakota, and Oregon) must be submitted by the State agency that oversees those programs, or, in the case of consortiums, by an ITO that is a FDPIR allowance holder.

FNS encourages ITOs and SAs to consider collaborating with other ITOs or SAs, other FNS programs that serve FDPIR participants and other nutrition education providers when designing and implementing FDPNE projects. While there is no limit on the number of proposals that an ITO/SA may submit either individually or collectively, the proposals must be significantly different in order to receive funding for more than one application. Following is further guidance on submitting applications:

Project Director. Designate a Project Director. A minimum percent time commitment (more than one staff position can be combined to reach 50 percent) is required for the designated Project Director(s). The Project Director may be a current staff member. ITO proposals may request funds to hire a staff person to perform this function **for the duration of the FDPNE grant period.**

Funding and Duration. Up to \$1 million in administrative funding is anticipated in FY 2009 for FDPNE. FDPNE funds must be obligated by September 30, 2009.

Obligation of funds occurs when an ITO/SA has made a commitment to pay allowable expenses. This means that the ITO/SA has taken steps that have created a legal responsibility for the expenditure of funds, although actual payment (i.e., liquidation of the obligation) may not occur until later. For example, a contract for the purchase of food displays must be executed on or before September 30, 2009; however, the actual payment of funds may occur after September 30, 2009. All obligations must be liquidated by December 30, 2009, unless an extension has been granted by FNS.

FNS reserves the right to reduce or increase the amount of funds requested. FNS also reserves the right to cancel this RFA, in whole or in part, if sufficient funds are not available.

While FNS expects to meet as much need as possible, award amounts will be based on funding availability, application quality, number of applications, and the total amount requested by all applicants. There is no minimum or maximum amount, although requests for \$250,000 or more should indicate whether the project can be separated into smaller components should less funding be available.

The submission of an application does not guarantee funding.

Funding for approved FDPNE projects is subject to the availability of funds, and will be provided through the Letter of Credit process, in the same manner as other FDPIR administrative funding. **The approved FDPNE proposal must be incorporated as an amendment to the ITO's/SA's Plan of Operation.**

Due Date. The completed application package must be received by FNS on or before 5:00 p.m. Eastern Daylight Time (EDT) on October 31, 2008.

Submission of Application. Applications may be submitted by any of the following methods:

1. **E-mail** the application to: fdd-psb@fns.usda.gov. **IMPORTANT!** The subject line of your e-mail should read: PROPOSAL-FDNPE 2009. **Note: If you use this method, documents requiring authorized signatures must be faxed to Akua White.**
2. **Fax the Application:** (703) 305-1410; Attention: Akua White
3. **Hand deliver or mail one original and two copies of your application to:**

Akua White, MS, RD
Nutritionist
Food and Nutrition Service, USDA
Food Distribution Division
3101 Park Center Drive, Room 508
Alexandria, VA 22302

If you choose to mail your application, FNS strongly suggests using a mail delivery service that guarantees delivery and allows you to track delivery to FNS.

Mailed applications must be ready for copying (i.e., single-sided, on 8 ½" x 11" paper, unstapled, and unbound, except for a paper or binder clip).

Questions: Refer all questions regarding this application to Akua White at (703) 305-2705 or Akua.White@fns.usda.gov.

FNS Regional Office staff members are also available to provide technical and other assistance to ITOs and SAs in developing FDPNE proposals.

APPLICATION REQUIREMENTS

- 1) **Target Audience.** All FDPNE activities must be geared to a target audience of FDPIR participants and/or low-income individuals who are potentially eligible to participate in FDPIR. See “Application Content” below for more guidance on the target audience.
- 2) **Avoid Duplication of Effort with FSNE.** FDPNE funds may not be used to provide services that are currently being funded by FSNE although they may be used to augment such services. Coordination with local FSNE projects is encouraged.
- 3) **Proposal Focus.** The focus of your FDPNE proposal should be:
 - a) Health promotion – To help FDPIR participants and eligibles establish healthful eating habits and a physically active lifestyle; and/or,
 - b) Primary prevention of disease – To help FDPIR participants and eligibles that have risk factors for diet-related chronic disease prevent or postpone the onset of disease by establishing more physically active lifestyles and healthier eating habits.

FDPNE proposals should include behaviorally focused, science based nutrition education interventions or health marketing campaigns¹ that are consistent with the *Dietary Guidelines for Americans* and the associated Food Guidance System, *MyPyramid*. Please refer to the USDA Center for Nutrition and Policy Promotion web site at <http://www.cnpp.usda.gov> for complete information on the *Dietary Guidelines for Americans* and *MyPyramid*.

The FSNE Guiding Principles, at <http://www.fns.usda.gov/oane/menu/FSNE/FSNE.htm>, articulate FNS’ vision for FSNE and establish standards of excellence for nutrition education. ITOs and SAs should consider these principles as they develop their FDPNE proposal.

- 4) **Key Behavioral Outcomes or Messages.** Your proposal should address one or more of the following:
 - a) Increasing the consumption of a variety of fruits and vegetables
 - b) Increasing the consumption of whole grain products
 - c) Consuming fat-free or low-fat milk or equivalent milk products
 - d) Consuming less salt
 - e) Engaging in physical activity daily as part of a healthful lifestyle.
- 5) **Culturally Appropriate Interventions.** Special consideration will be given to culturally based nutrition education projects/interventions that have been shown to be effective with Native American/Alaska Native populations.
- 6) **Allowable Activities and Services.** FDPNE funds may be expended on a variety of nutrition education and health marketing campaigns. See Attachment C for examples of allowable activities.

¹ Health marketing campaigns involve **creating, communicating, and delivering** health information using customer-centered and science-based strategies to protect and promote the health of diverse populations (adapted from the Center for Disease Control’s definition of Health Marketing, <http://www.cdc.gov/healthmarketing>).

7) Coordinating and Collaborating with Partners. The likelihood of nutrition education messages successfully changing behaviors increases when consistent, repeated messages are delivered through multiple channels in a relevant way. FNS encourages the ITOs and SAs to coordinate and collaborate with private, federal, state, local, and tribal nutrition education providers to facilitate a collaborative and integrated nutrition education approach. These partners may include, but are not limited to:

- a) Special Supplemental Nutrition Program for Women, Infants and Children (WIC) providers;
- b) *USDA's Cooperative State Research, Education and Extension Service;
- c) Tribal or State Departments of Health or Education;
- d) Indian Health Service (IHS);
- e) Tribal Colleges;
- f) State-level nutrition networks;
- g) County or local chapters of health organizations (e.g., American Diabetes Association, American Heart Association, etc.);
- h) Local nutrition education providers (such as FSNE), or;
- i) Other SAs or ITOs.

FNS also encourages the involvement of ITOs in the State Nutrition Action Plan. FNS initiated the State Nutrition Action Plan in 2003 as part of the agency's effort to promote the use of collaborative nutrition education approaches across FNS nutrition assistance programs. State Nutrition Action Plan teams collaborate and share information across FNS programs to provide more integrated nutrition education and promotion activities at State and local levels. Information on State Nutrition Action Plans including a listing of coordinators by State, is available on the FNS web site at <http://www.fns.usda.gov/oane/SNAP/SNAP.htm>. Through participation in the State Nutrition Action Plan initiative, ITOs can connect with the efforts and resources of State Nutrition Assistance Programs and work with the SAs toward a common nutrition goal. Include information on how your ITO/SA is participating if the ITO/SA is already collaborating with this initiative.

8) Matching Funds. ITOs and SAs must provide 25 percent of the total amount of funds spent on FDPNE. When ITOs and/or SAs apply as a consortium, the match may come from one or more of the consortium members, but must total 25 percent of the application. FNS will consider compelling justification to waive the match requirement, in whole or in part.

TIP: Document the match requirement clearly and calculate the match accurately.

The matching requirement may be satisfied by:

- a) ITO or SA contributions, including:
 - i) Cash outlays made by the ITO or SA; and/or
 - ii) Non-cash contributions (e.g., the depreciation or use allowance on building space for the provision of nutrition education, when the building is owned by the ITO or SA at the time of the activity).

- b) Third-party in-kind contributions, including:
 - i) The value of goods and services contributed to the ITO or SA by other non-Federal public entities and institutions for FDPIR; and/or
 - ii) The value of services rendered by volunteers (e.g., the use of volunteer dietetic interns to assist with nutrition education).

An ITO/SA that is unable to meet the required match rate of 25 percent must submit compelling justification to waive the match requirement, in whole or in part. Compelling justification submission must include the following:

- a. Summary Statement. The summary statement must include more than an assertion that no other funds are available to the ITO/SA to operate the program. The ITO/SA must explain why the proposed budget amount is necessary for the effective operation of the program and why the Federal share of funding should be more than 75 percent. The summary statement should include the reasons why the 25 percent match cannot be met by the ITO/SA and how the accompanying financial documents support this position. The summary statement must be prepared by and/or cleared through tribal or state financial management staff.
- b. Supporting Financial Documents. The supporting financial documents should represent the financial status of the ITO/SA within the last two years, so that the RO can accurately assess the current financial situation of the ITO/SA. Acceptable supporting financial documentation includes, but is not limited to, the following:
 - 1. A set of audited financial statements that includes all tribal/state enterprises;
 - 2. If the ITO/SA has an audit requirement under OMB Circular A-133 and 7 CFR Part 3052, the most recent audit reporting package submitted under 7 CFR 3052.320;
 - 3. A financial statement from the entity responsible for negotiating the Indirect Cost Rate on behalf of the ITO/SA.

Please refer below to “Terms and Conditions of Application Approval” for instructions on reporting the match contribution.

- 9) **Allowable Use of Funds**. See Attachment B for allowable and unallowable administrative expenses.

APPLICATION CONTENT INSTRUCTIONS

Applicants must respond to all sections in the Application Content Instructions. It is strongly suggested that applicants adhere to the format presented below. (See Attachment E - Application Check List for an outline of Application Content)

***TIP:** A sample template that you may use to prepare and submit your application is available. Using the template is not mandatory but it may help to ensure that all sections required are included in your application. The template and instructions may be obtained by contacting Akua White by telephone or e-mail at 703-305-2705 or Akua.White@fns.usda.gov, or Sheldon Gordon at 703-305-1126, Sheldon.Gordon@fns.usda.gov.*

- 1) **Table of Contents.** Include a one-page table of contents.
- 2) **Organizational Overview.** Include a short description of your organization, including any current nutrition education efforts, any resources available, and partnerships. If the applicant is a consortium, please identify the member organizations of the consortium. The lead agency will be considered the awardee and the other members will be subgrantees (or sub-awardees) of the lead agency for purposes of the FDPNE project. **Written agreements (e.g., Memorandum of Agreement) are needed for all collaborative projects. A representative of each ITO/SA/organization participating in the collaboration must sign these agreements.** The agreement should outline the duties/functions to be performed by each partner, and any financial support each partner will provide.
- 3) **Proposal Summary.** Provide a short summary that describes the needs to be addressed by the project, summarizes the proposed activities, and identifies the intended outcomes.
- 4) **Project Staff.** If available, provide a list of staff that will work on this project and their project responsibilities or job descriptions.
- 5) **Detailed Proposal.** The narrative section must address the following:
 - a) **Target Audience.** The target audience must be FDPIR participants or persons who are potentially eligible for FDPIR. Potentially eligible individuals would include, but are not limited to, Food Stamp Program recipients residing in the area served by FDPIR who do not have access to FSNE services, persons who live in public housing on the reservation, or persons in the Tribal TANF office waiting area. For each nutrition education activity, describe the audience that will participate in or benefit from activity (e.g., mothers and children participating in FDPIR). If an activity is geared to or will include potentially eligible individuals, describe the target audience so that it is clear to the proposal reviewer that the audience meets the criterion of potentially eligible for FDPIR (e.g., A class on healthy cooking focusing on reducing sodium, sugar, and fat) will be targeted to elderly residents of subsidized housing on the reservation).
 - b) **Partners.** If applicable, provide a list of any organizations, agencies, or individuals that will be providing, or assisting in the provision of, nutrition education to the target audience. Written agreements (e.g., Memorandum of Agreement) are needed for all collaborative projects. **A representative of each ITO/SA/organization participating in the collaboration must sign these agreements. The agreement should outline the duties/functions to be performed by each partner, and any financial support each partner will provide.**

c) **Goals.** Explain in broad terms what you hope to achieve through your nutrition education proposal.

***TIP:** Goals and objective must be realistic and must be do-able. Propose goals and objectives that you are sure you can accomplish. Think carefully about the tasks that need to be performed to accomplish the objectives and document them clearly in your proposal.*

(See Attachment A for more information on writing goals and objectives.)

***Optional:** A completed sample template has been provided in Attachment A. You may use a similar chart in your proposal submission to document your goals, objectives, and tasks/activities, and when appropriate, for documenting your progress and evaluation reports.*

- d) **Objectives.** For each of your goals, list and discuss the associated objective(s). Objective(s) should be specific, measurable, and realistic (e.g., increase the proportion of participants knowledgeable about the importance of fruits and vegetables to good health by 25 percent; train 25 families on healthful snacking).
- e) **Tasks/Activities for each objective.** Describe each task/activity that you (or your partners) will perform during project design and implementation (e.g., design a nutrition education activity; select participants for the activity; train staff to perform the activity; develop training materials). Explain how the tasks will meet your goals and objectives.
- f) **Timeline.** Provide a list of key events/activities and when they will occur. All FDPNE funds must be obligated by **September 30, 2009**. (Obligation of funds occurs when an ITO/SA has made a commitment to pay allowable expenses. This means that the ITO/SA has taken steps that have created a legal responsibility for the expenditure of funds, although actual payment (i.e., liquidation of the obligation) may not occur until later. For example, a contract for the purchase of food displays must be executed on or before September 30, 2009, however, the actual payment of funds may occur after September 30, 2009. All obligations must be liquidated by December 30, 2009, unless an extension has been granted by FNS.)

Note: Final approval of applications is subject to the receipt of appropriated funds; therefore, FNS cannot provide assurances as to when approvals will be made and funds will be available. Keep this in mind when planning the timeline for your activities to begin.

- 6) **Sustainability.** Discuss whether your project and its results will be sustained financially and administratively once the grant ends. How will you continue to provide the proposed nutrition education activities when the grant ends and how will the activities be financed? If the project is a one-time project design that will be performed during the grant period, discuss why it is sufficient as a one-time project and how the results will be used in the future.
- 7) **Transferability.** Discuss how your project and its results will benefit other ITOs and SAs. Provide a description of:
- Why your proposal is a good idea for other ITOs/SAs to adopt and how your project may be used as a model that other ITOs/SAs can copy.

- How your idea has the potential to improve health, increase physical activity among FDPIR participants or promote positive acceptance of your key dietary behavioral outcomes.

8) Evaluation. Describe your plan for evaluation, including a description of how data will be gathered to monitor progress toward meeting the project’s objectives. For example, collect data on the number of participants who attend a nutrition education class, the number of participants who received nutrition education handouts, or compare knowledge gain among participants after they have taken a class. Evaluation can be done internally; there is no requirement for external evaluation and no need to hire consultants or specialists to perform the evaluation. The evaluation should focus on measuring how the project will measure whether the goals and objectives are met. For detailed information evaluation projects, visit the FNS website at <http://www.fns.usda.gov/fdd/programs/fdpi/default.htm> and click on FDPIR Nutrition Education Grant and Award Information to obtain the Project Evaluation Guidance document.

9) Budget and Justification.

a) **Data Universal Numbering System (DUNS).** Applicants of Federal Government awards are required to have DUNS numbers. If your agency has not yet obtained a number, you will need to contact Dun & Bradstreet at 1-800-234-3867 to register for a number. There is no charge to obtain a DUNS number. The DUNS number will serve as a means of tracking and identifying applications for Federal assistance, and is required to be included on all applications for Federal assistance. If applying as a consortium of agencies, use the DUNS number of the lead agency.

b) **Budget.** Use the Standard Form (SF) 424, 424A, and 424B to prepare a completed budget for the project. Provide amounts for all major budget categories. Budget forms are available at <http://www.fns.usda.gov/fdd/programs/fdpi/default.htm> by clicking on FDPIR Nutrition Education Grant and Award Information.

c) **Budget Narrative.** The budget narrative must provide an explanation for all funds requested on the budget form (SF 424A) and describe how those costs relate to the project objectives and proposed activities. The budget narrative should provide enough detail for reviewers to understand how costs were determined and how they relate to the goals and objectives of the project.

***TIP:** Ensure that each budget item is explained clearly in your budget narrative. You may use Attachment D, Budget Narrative Checklist to ensure that all information required is included in your narrative.*

d) **Indirect Costs.** Applicants that intend to charge indirect costs to the FDPNE grant must provide a copy of the most recently approved Indirect Cost Rate Agreement. If the applicant is a consortium the lead agency must submit its most recently approved Indirect Cost Negotiation Agreement.

In instances when the cognizant agency has not acted to approve or modify an Indirect Cost Rate (ICR) proposal, but the ITO/SA can demonstrate that it submitted an ICR proposal to the cognizant agency in a timely manner and the cognizant agency’s failure to act was due to no fault of the ITO/SA, an interim ICR may be applied in the ITO’s/SA’s FDPNE proposal. However, the interim ICR may not exceed the ICR most recently approved by the cognizant agency.

If an ITO/SA has not submitted an ICR proposal to the cognizant agency **or** the cognizant agency has not acted to approve or modify an ICR proposal, the ITO/SA may apply a default ICR equal to 10 percent of its direct labor costs (excluding overtime, shift or holiday premiums, and fringe benefits) in preparing its annual FDPIR administrative budget.

10) Certifications.

Your application must include a Certification Regarding Lobbying, and, if required by paragraph two of the Certification Regarding Lobbying, Disclosure of Lobbying Activities (SF LLL). Forms for Certification Regarding Lobbying and Disclosure of Lobbying Activities (SF LLL) are available on the FNS website at <http://www.fns.usda.gov/fdd/programs/fdpiir/default.htm> by clicking on FDPIR Nutrition Education Grant and Award Information.

11) Appendices.

- c) Copies of agreement or memoranda of understanding with partners.
- d) Other supporting documentation.

SELECTION CRITERIA

Applications will be screened to ensure that one or more of the behavioral outcomes are addressed in the project. Applications that do not meet these behavioral outcomes will not be evaluated further. A panel of FNS staff will review and evaluate the technical merit of each application.

The following selection criteria and weights will be used to evaluate applications.

- 1) **Project Design and Implementation** (25 percent)
 - a) The goals and objectives are clearly identified and appropriate for the proposed project.
 - b) Tasks are reasonable and appropriate for proposed objectives.
 - c) Timeline appears reasonable and feasible given proposed activities.
 - d) Evaluation plans are sufficient to determine whether project met its goals and objectives.
- 2) **Budget Appropriateness** (25 percent)
 - a) The budget is consistent with the project objectives and proposed activities.
 - b) Appropriate budget justifications are provided, including details on how costs were derived and how funds will be spent, by whom and for what activities.
 - c) Funding requested is economical and reasonable in relation to the proposed scope and effort of the proposed project.
- 3) **Sustainability, Transferability, and Use of Resources and Partnerships** (25 percent)
 - a) It is feasible to incorporate project purposes, activities, or results into the ongoing program of the ITO/SA at the end of Federal funding.
 - b) The project and its results can easily be adapted and implemented by other ITOs or SAs.
 - c) Resources and partnerships currently available to the ITO/SA are identified and integrated into the project.
- 4) **Need, Originality, Creativity, and Cultural Appropriateness** (25 percent)
 - a) The ITO/SA demonstrates a need for the proposed project.
 - b) Proposed project is original and creative.
 - c) A description is provided of the cultural relevance of the nutrition education approach, and, if applicable, a brief summary is provided of the successful outcomes in using this culturally based approach in other programs.

TERMS AND CONDITIONS OF APPLICATION APPROVAL

- 1) The awardee is responsible for the implementation of the approved proposal. For ITOs/SAs applying as a consortium, the lead agency must assume responsibility for the consortium's compliance with these terms and conditions.
- 2) The awardee shall ensure that all expenditures paid under an approved FDPNE proposal (whether supported by Federal or matching funds) are incurred for authorized activities. FDPNE funds must be managed in accordance with Federal administrative rules, regulations, and procedures as follows:

(a) ITOs/SAs must follow the Federal cost principles in Office of Management and Budget (OMB) Circular A-87 (Cost Principles for State, Local, and Indian Tribal Governments), the administrative requirements in USDA regulations at 7 CFR Part 3016, the suspension/debarment rules at 7 CFR Part 3017, the lobbying restrictions at 7 CFR Part 3018, the drug-free workplace requirements at 7 CFR Part 3021, and the audit requirements at 7 CFR Part 3052. If ITOs/SAs apply as a consortium, all consortium members must follow these requirements.

“(b) If an ITO/SA takes a university, not-for-profit organization, or for-profit organization as a partner in a FDPNE project, and the partner incurs costs that will be reimbursed by Federal or matching funds, the partner must follow the following Federal rules:

“(i) Universities must follow the Federal cost principles of OMB Circular A-21, the administrative requirements at 7 CFR Part 3019, and the requirements of 7 CFR Parts 3017, 3018, 3021, and 3052.

“(ii) Not-for-profit organizations must follow the Federal cost principles of OMB Circular A-122, the administrative requirements at 7 CFR Part 3019, and the requirements of 7 CFR Parts 3017, 3018, 3021, and 3052.

“(iii) For-profit organizations must follow the Federal cost principles of Part 31 of the Federal Acquisition Regulation (41 CFR section 1-15.2) for for-profit organizations. They must also comply with 7 CFR Parts 3017, 3018, and 3021

- 3) In accordance with FNS Instruction 716-4, the awardee may redirect funds between direct cost line items in their approved budgets to meet unanticipated needs as follows:
 - a. When Transfers are Equal to or Less Than Ten Percent of Total Approved Budget. The awardee is not required to advise or request approval from the appropriate Regional Office when the cumulative transfers of funds among direct cost categories is equal to or less than ten percent of the total approved budget (regardless of the Federal share of the approved budget).
 - b. When Transfers Exceed Ten Percent of Total Approved Budget and Federal Contribution is Equal to or Less Than \$100,000. If the Federal share of the approved budget is equal to or less than \$100,000, the awardee must advise the appropriate Regional Office when the cumulative transfers of funds among direct cost categories exceeds or is expected to exceed ten percent of the total approved budget. This is for monitoring purposes only; Regional Office approval is not required.
 - c. When Transfers Exceed Ten Percent of Total Approved Budget and Federal Contribution is More Than \$100,000. If the Federal share of the approved budget exceeds \$100,000, the awardee must obtain prior approval from the appropriate Regional Office when the cumulative transfers of funds

among direct cost categories exceeds or is expected to exceed ten percent of the total approved budget.

- 4) Following the close of the fiscal year, the awardee must return any unobligated funds to FNS no later than December 30, 2009. Obligations incurred by September 30, 2009 must be liquidated no later than December 30, 2009 unless an extension has been granted by FNS. Consortium members other than the awardee/lead agency will not report separately to FNS on their FDPNE expenditures (both Federal and matching), but rather shall report them to the lead agency so that the lead agency can prepare SF-269 reports covering the entire consortium.
- 5) **Financial Status Report:** The awardee is required to report quarterly on the use of federal and tribal/state funds for FDPNE. Form SF-269A, Financial Status Report (short form) is due 30 days after the end of each quarter for which funding was received. (For example January 30, April 30, July 30, and October 30.) A final report is due December 30, 2009. All matching contributions for the FDPNE grant must be reported on the SF-269A.

In instances where the awardee is the lead agency of a consortium, the lead agency must submit a consolidated SF-269A that reflects the total outlay of FDPNE funds by all members of the consortium **and** the total matching contributions of all members of the consortium.

- 6) The awardee is responsible for ensuring that FDPNE operators spend funds appropriately and for providing technical assistance to any sub-grantees to ensure that all projects support the ITO's/SA's FDPNE goals and objectives. The awardee is fully liable for repayment of Federal funds should those costs later be determined unallowable.
- 7) Reporting Requirements
 - a) **Project Progress Report:** The awardee shall submit one written progress report to the FDD Nutritionist (see contact information below). The reporting period shall be specified in the award letter. The report shall contain the short project summary provided in your original proposal, brief statements that document progress towards implementing tasks, and any barriers that may affect the outcome of objectives.
 - b) **Evaluation Report:** The awardee shall submit a written evaluation to the FDD Nutritionist (see contact information below) no later than 90 days after completion of the project. The report shall contain a project summary including, but not limited to, description of implementation and impact, a description of how the project met its goals and objectives, lessons learned, and future implications for the awardee. In instances where the applicant is a consortium, the lead agency shall compile the results from all funded ITOs/SAs into a single report and submit it to FNS.

Food Distribution Division Nutritionist:

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LIST OF ATTACHMENTS

Attachment A	Tips on Writing Goals and Objectives
Attachment B	Budget Narrative Checklist
Attachment D	Allowable and Unallowable FDPNE Administrative Expenses
Attachment C	Examples of Allowable FDPNE Activities and Services
Attachment E	Application Checklist
Attachment F	Useful Resources

***Tips on Writing Goals and Objectives and Tasks**

NOTE: The sample goals and objectives listed in this document are used as illustrations only.

Goals

- Are **broad statements** that indicate what you **hope to accomplish**.
- Focuses on **how a situation will be changed** as a result of a successful project, not what a project will do.

Example: Increase consumption of fruits and vegetables among low-income women.

Objectives

Objectives are intermediate steps that need to be achieved in order to accomplish a goal. They should be written as outcomes for the target audience (i.e. what skill or knowledge will the target audience gain because of the planned nutrition education activity). Objectives:

- Provide an organized pathway to meet your higher goals.
- Are operational and measurable.
- Describe specific things you will be accomplishing.
- Include the quantitative or qualitative degree, amount or level of achievement or change.
- Are easy to write!

Objectives should be SMART. This stands for:	
Specific	Specify target and intended outcome Avoid vague terms such as "know" or "understand"
Measurable	Have a baseline to measure change Example: Increase by 25% the number of schools that...
Appropriate	Advance your goal Identify a specific target audience Are inclusive of diversity within your group
Realistic	Are important to stakeholders Are "do-able" Are adequately resourced
Time Specific	Provide a period when the objectives will be met

Example: By 6/1/04, 25% of FDPIR participants will; or By September 2009, at least 30% of women who are FDPIR participants will report eating at least 2 cups of fruit every day.

Tasks/Activities: Tasks or activities to be undertaken to achieve the goal and objective.

Example: Provide each participating household with a handout containing recipes/suggestions for snacks using fresh fruits and vegetables.

*Based on: USDA, Food and Nutrition Service, State Nutrition Action Plans: <http://www.fns.usda.gov/oane/SNAP/Resources.htm>

(Attachment A – continuation) Here is a sample template that is completed with brief examples that are for illustrative purposes only. You may use a similar chart to identify your goals, objectives and tasks/activities in your application. The columns for Timeline and Progress Report/Evaluation may be used to document your progress and evaluation reports at the appropriate time.

<p><u>Goal (s):</u> List your goals in this column. FNS strongly recommends using one to two goals.</p>	<p><u>Objective (s):</u> Provide a SMART description of the objective (s) for each goal. FNS strongly recommends using no more than two objectives for each goal.</p>	<p><u>Tasks/Activities:</u> Describe the tasks/activities you will perform for each objective.</p>	<p><u>Timeline:</u> Provide proposed dates for each task.</p>	<p><u>Progress Report:</u> What is the status of each task? <u>Evaluation:</u> Were goals and objectives accomplished? Did you meet the measures/outcomes you set in your objectives?</p>
<p><u>Example:</u> <u>Goal 1:</u> Increase consumption of fresh fruits and vegetables by low income families</p>	<p><u>Example:</u> <u>Objective 1:</u> Between October 1, 2008 and September 30, 2009, increase take rate of fresh produce by FDPIR participants by 10%,</p>	<p><u>Example:</u> <u>Task 1:</u> Provide each participating household with handout on the nutritional value of fresh fruits and vegetables. <u>Task 2:</u> Provide each participating household with a handout containing recipes/suggestions for snacks using fresh fruits and vegetables. <u>Task 3:</u> Display in the distribution area a poster listing of fresh produce with color photos of each item.</p>	<p><u>Example:</u> <u>Task 1:</u> Handout will be provided with November 2008, March 2009, and June 2009 issuances. <u>Task 2:</u> <u>Handout will be provided with December 2008, April 2009, and July 2009 issuances.</u> <u>Task 3:</u> Display poster by October 30, 2008.</p>	<p><u>Example:</u> <u>Progress Report- 1st Quarter:</u> By October 1, 2008 the project purchased a variety of fruit and vegetable handouts that provide nutrition information, recipes and ideas for fruit and vegetable snacks from the <u>Fruits and Veggies: More Matters!</u> Program. Each participating household received the fruit and vegetable nutrition handouts during the November 2008 and the hand out that provides recipes and suggestions for snacks in December 2008. Posters were displayed by October 20, 2008. The materials generated questions and discussion on the benefits of eating more fruits and vegetables between the participants, the Nutritionist and Nutrition Technicians. <u>Evaluation Report:</u> Program records indicate that the take rate for fresh fruits and vegetables increased by 15% from November 2008 through September 2009. 150 participating families who completed questionnaires in September 2009 reported that the handouts and posters encouraged them to take more fruits and vegetables and provided ideas for preparing the produce. 90% of those who completed questionnaires reported eating two additional servings of fruits and vegetables per day after receiving the handouts and viewing the posters.</p>

Allowable and Unallowable FDPNE Administrative Expenses

Allowable costs are specified under OMB regulations at 2 CFR part 225 (OMB Circular A-87); 2 CFR 220 (OMB Circular A-21); 2 CFR 215 (OMB Circular A-110); and 2 CFR 230 (OMB Circular A-122). Departmental regulations at 7 CFR 3016 and Food Stamp Program regulations at 7 CFR 277 (both exhibits to FNS Handbook 501) also specify allowable costs. To be allowable, all costs charged to FNS must be valid obligations of the Tribe, State, local government or sub-grantee and must be necessary and reasonable as charges under an approved FDPNE proposal. The criteria for “necessary and reasonable” are listed below.

Necessary Costs:

- Are incurred to carry out essential elements of the FDPNE proposal;
- Cannot be avoided without adversely affecting the FDPNE proposal; and
- Do not duplicate existing efforts.

Reasonable Costs:

- Provide a program benefit generally commensurate with the cost incurred;
- Are in proportion to other program costs for the function that the costs serve;
- Are priority expenditures relative to other demands on availability of administrative resources; and
- Carry constructive nutrition education messages consistent with the *Dietary Guidelines for Americans*.

Allowable administrative costs are operational costs for FDPNE, which include all administrative expenses that are reasonable and necessary to operate approved nutrition education activities. Allowable administrative expenses include:

- Salaries and benefits of personnel involved in FDPNE and administrative support;
- Office equipment, supplies, postage, duplication costs and travel that is necessary to carry out the project’s objectives (travel is listed here and below); development and production of FDPNE materials when no other appropriate materials exist;
- Lease or rental costs;
- Maintenance expenses;
- Other indirect costs; and
- Charges for travel for fulfilling the approved proposal based on official Tribal, State, local or university travel regulations.

Unallowable administrative expenses - Unallowable costs per 2 CFR 225 (OMB Circular A87) and 2 CFR 220 (OMB Circular A-21) for State and local governments are listed below. Similar lists are found in 2 CFR 215 (OMB Circular A-110) and 2 CFR 230 (OMB Circular A-122), the OMB regulations applicable to universities and non-profit organizations).

- Bad Debts – uncollected accounts or claims, and related costs.
- Contingencies-contributions to an emergency reserve or similar provision for unforeseen events (these are not insurance payments which are allowable).
- Contributions and Donations (usually these are political in nature).
- Entertainment – costs that are primarily for amusement or social activities. (There are some exceptions that require reasonable judgment based on why or when the activity takes place. Consult the FNS Regional Office prior to incurring any entertainment related costs.)
- Fines and Penalties – violations or penalties for failure to comply with Federal, Tribal, State, or local laws.

- Governor's Office – specifically costs of general government. Costs which may be directly charged to a Federal grant may be allowable. (For example, if a person assigned to the governor's office devotes 100 percent of his/her time to the FDPIR the cost may be allowable. Each situation, however, must be judged on its own merit).
- Indemnification – payments to third parties and other losses not covered by insurance.
- Legislative expenses.
- Losses not Covered by Insurance (See Indemnification above. These costs are similar, but not the same).
- Under Recovery of Costs under Federal Funding Agreements – shortfalls in one grant cannot be charged to another Federal grant. (This is not the same as charging two Federal grants for a share of the costs of the activity if both agencies benefit from the activity funded. However, an allocations basis must be established for sharing the costs in proportion to the benefit each receives.)
- Alcoholic Beverages.

Under 2 CFR 220 (OMB Circular A-21), there are some *unallowable cost* categories in addition to those listed above:

- Advertising and Public Relations – unless used for recruitment of staff, acquisition of material for the grant, or publishing the results of the grant.
- Alumni Activities.
- Commencement and Convocations.
- Legal Fees which result from a failure to follow Federal, State or Local laws. If certain conditions are met, the Federal government may allow some legal fees.
- Executive Lobbying.
- Goods and Services for Private Use.
- Housing and Personal Living Expenses.
- Interest, Fund Raising, and Investment Management. There may be exceptions for interest. If the cost is shown, it needs to be examined in light of the exceptions.
- Any and all Political Party Expenses.
- Pre-agreement Costs – all costs incurred prior to the grant award.
- Scholarships and Student Aid – there are exceptions that should be reviewed if these costs appear in budget.
- Student Activity Costs.
- Travel – allowable, but with restrictions as to amounts involved, level of transportation costs (e.g., no first class tickets).

Examples of Allowable and Unallowable FDPNE Activities and Services

The list that follows are examples and do not include all allowable and unallowable project examples.

Allowable FDPNE Activities and Services

- Gardening Projects – Gardening is a beneficial project that leads to the economical production and consumption of healthful and fresh food. Educational supplies, curricula, and staff salaries to teach gardening concepts that reinforce the beneficial nutrition aspects of gardening are allowable costs. However, the cost for the rental or purchase of garden equipment (e.g., fertilizer, tractors), the purchase or rental of land for garden plots, seeds, plants, and other gardening supplies can only be allowable costs if they directly relate to the provision of nutrition education.
- Nutrition Education Reinforcement Items and Incentives– Includes calendars, refrigerator magnets, measuring cups, measuring spoons or other items of nominal value (\$4.00 or less per person) that reinforce an important nutrition message. **NOTE: Federal regulations prohibit using more than \$4.00 per participant on these items. Spending more than this amount will not be authorized.**
- Health Marketing Campaigns – Appropriate health-marketing campaigns that target nutrition messages to FDPIR participants and those potentially eligible to participate in FDPIR Health marketing campaigns involve **creating, communicating, and delivering** health information using customer-centered and science-based strategies to protect and promote the health of diverse populations (adapted from the Center for Disease Control’s definition of Health Marketing, <http://www.cdc.gov/healthmarketing>).
- Local radio and television spots – Local radio and television announcements of nutrition education events for FDPIR participants and potentially eligible persons.
- Nutrition Classes – Classes on nutrition related topics. The primary purpose of the class must be to provide nutrition education to FDPIR participants and potentially eligible persons. Relevant topics include, but are not limited to:
 - Meal planning;
 - Food portions;
 - Selection of healthful foods from vending machines;
 - Healthful cooking; and
 - Food safety.
- The Pro-rata Share of Cost of Nutrition Classes – When FDPIR participants or potentially eligible persons are not the primary target of a nutrition class or the nutrition education is provided in conjunction with another program (e.g., FSNE, WIC, IHS Diabetes Prevention), FDPNE may be billed for the share of the class that includes FDPIR participants. For example, if a nutrition education class has 100 participants and 25 students are FDPIR participants, 25 percent of the cost of that class may be billed to FDPNE.
- Physical Activity Demonstration or Promotion – Physical activity demonstration or promotion that includes a nutrition message on healthful eating behaviors. Information on local sites where FDPIR participants and eligibles can access a diverse range of low or no-cost activities appropriate for different ages and physical abilities. The promotion of physical activity must be accompanied by a nutrition message on healthful eating behaviors.

- MyPyramid.gov Promotion – Provide instruction to FDPIR participants and potentially eligible persons on accessing MyPyramid.gov and MyPyramid Tracker. Provide a dedicated work area (with Internet access) for individuals to use at the FDPIR facilities or collaborate with Tribal schools, libraries or other facilities for participant access to a work area with Internet access.

Unallowable FDPNE Activities and Services

Cultural Gatherings – FDPNE funds may not be used for nutrition education activities provided to the general public during Tribal gatherings and powwows. FDPNE funding, by law, may only be used for nutrition education for the FDPNE targeted audience, i.e., FDPIR participants and/or low-income individuals who are potentially eligible to participate in FDPIR. The use of FDPNE funds to serve the general public would be a misuse of federal funds.

Food Purchases - Food purchases are not allowable unless the food is used for recipe/taste testing purposes, as samples associated with a nutrition education lesson, or another activity that is integral to an allowable nutrition education objective. Any proposals for the purchase of food must describe how the food will be used in a nutrition education activity. Purchasing food for distribution to FDPIR participants as a supplement to their monthly food package or as refreshments during a nutrition education activity is not allowable.

Door Prizes or Giveaways – FNS policy prohibits spending Federal funds on prizes or giveaways that are not nutrition education reinforcement or incentive materials.

Health Screenings – Health screenings, such as diabetes and blood pressure checks, are not an allowable activity for FDPNE unless integral to an allowable nutrition education activity. For example, blood pressure screenings would be allowable if used as a means to encourage members of the target audience to participate in a nutrition education class on reducing sodium intake.

Budget Narrative Checklist

This checklist will assist you in completing the budget narrative portion of the application. Please review the checklist to ensure the items below are addressed in the budget narrative.

	YES	NO
Personnel		
Did you include all key employees paid for by this grant under this heading?		
Are employees of the applicant's organization identified by name and position title?		
Did you reflect the current yearly salary as a percentage of time to be devoted to the project?		
Fringe Benefits		
Did you include your organization's fringe benefit amount along with the basis for the computation?		
Did you list the type of fringe benefits to be covered with Federal funds?		
Travel		
Are travel expenses itemized? For example origination/destination points, number and purpose of trips, number of staff traveling, mode of transportation and cost of each trip.		
Are the Attendee Objectives and travel justifications included in the narrative?		
Is the basis for the lodging estimates identified in the budget? For example include excerpt from travel regulations.		
Nutrition/Physical Education Activity Materials or Reinforcement Items		
Are the types of educational materials identified in the budget? Are the costs and number of items listed?		
Is the cost of reinforcement items \$4.00 or less per item?		
Equipment		
Is the need for the equipment justified in the narrative?		
Are the types of equipment, unit costs, and the number of items to be purchased listed in the budget?		
Is the basis for the cost per item or other basis of computation stated in the budget?		
Materials and Supplies		
Are the types of materials, supplies, unit costs, and the number of items to be purchased reflected in the budget?		
Is the basis for the costs per item or other basis of computation stated?		
Contractual		
Are the products to be acquired or the professional services to be funded described in the budget?		
Has the justification for the need to contract or subgrant been included in the budget?		
For professional services, are the hours to be devoted to the project and the amounts to be charged to the project clearly stated?		
Is the methodology on how the applicant determined the contractual costs included in the budget?		
Are there sole-source contracts listed under this heading? If so, has sufficient information been provided in order to approve the use of a single source?		
Other		
Consultant Services. – Are all instances in which consultant services would be required listed in the budget?		
For all other line items listed under the "Other" heading, list all items to be covered under this heading along with the methodology on how the applicant derived the costs to be charged to the program.		
Indirect Costs		
Is the amount requested based upon a rate approved by a Federal Agency? If yes, is a copy of the negotiated rate agreement must be provided along with the application?		
If no negotiated agreement exists, the basis and the details of the indirect costs to be requested should also be reflected in the budget.		

Budget Checklist Adapted From: USDA, FNS 2008 Team Nutrition Training Grants

Application Checklist

___ Register and obtain a Data Universal Numbering System (DUNS) number

APPLICATION CONTENT (Write all of the following information in your application)

___ Table of contents

___ Organizational overview

___ Proposal summary ___

Project Staff

___ Detailed Proposal

___ Target audience

___ Partners (if applicable)

___ Letters of support from partners (in appendix)

___ Goals

___ Objectives

___ Tasks for each objective

___ Timeline

___ Sustainability

___ Transferability

___ Evaluation

___ Budget and Application Forms

___ DUNS NUMBER

___ SF 424, Application for Federal Assistance

___ SF 424A, Budget Information

___ SF 424B, Assurances – Non-construction programs

(All required forms are online at <http://www.fns.usda.gov/fdd/programs/fdpi/default.htm>)

___ Budget narrative

___ (all required forms are online at

<http://www.fns.usda.gov/fdd/programs/fdpi/default.htm> by clicking on FDPIR Nutrition Education Grant and Award Information.)

___ Certification Regarding Lobbying

___ SF LLL, Disclosure of Lobbying Activities (if required by the Certification Regarding Lobbying)

Useful Resources

- 1) **Sample Template for Application Content:** A sample template that you may use to prepare and submit your application is available. It is a Microsoft Word document that you may cut and paste your application information onto. Using the template is not mandatory but it may help to ensure that all sections required are included in your application. The template and instructions for using it may be obtained via e-mail by contacting Akua White by telephone or e-mail at 703-305-2705; Akua.White@fns.usda.gov, or Sheldon Gordon at 703-305-1126; Sheldon.Gordon@fns.usda.gov.
- 2) **Evaluation:** If you want detailed guidance on program evaluation, visit the FNS website at <http://www.fns.usda.gov/fdd/programs/fdpi/default.htm> and click on FDPIR Nutrition Education Grant and Award Information to obtain a copy of the Program Evaluation Guidance document. It is an Evaluation Primer developed by the United States Department of Education that is comprehensive but could help you to develop a practical evaluation plan.
- 3) **Nutrition Education Resource Guide for Native Communities:** This guide contains links to nutrition and physical activity education resources on the internet and is intended as a resource for Indian Territorial Organizations that are providing services to FDPIR eligible families. It may help develop ideas for your project. The guide was developed by the Sherwood Valley Food Program, Willits, California with funding awarded by a Fiscal Year 2008 Food Distribution Education Program Grant. Visit the FNS website at <http://www.fns.usda.gov/fdd/programs/fdpi/default.htm> and click on FDPIR Nutrition Education Grant and Award Information to obtain a copy of this resource.
- 4) **Summary of Funded FDPNE Projects FY2008:** Visit the FNS website at <http://www.fns.usda.gov/fdd/programs/fdpi/default.htm> and click on FDPIR Nutrition Education Grant and Award Information to look at brief descriptions of the proposals submitted by FY 2008 awardees. .